



DEPARTMENT OF TRANSPORTATION

Division of Traffic Engineering and Operations  
100 Edison Park Drive, 4th Floor  
Gaithersburg, Maryland 20878  
Phone = 240-777-2197; Fax = 240-777-2080

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Application for the Department of Transportation's Review of  
Transportation-related Subdivision Plans and Documents  
(DTEO Application # DRG \_\_\_\_ - \_\_\_\_)

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**Preliminary Plan Name** \_\_\_\_\_

Property Address/Location \_\_\_\_\_

Nearest Intersecting Streets \_\_\_\_\_

Subdivision Lot \_\_\_\_\_ Block \_\_\_\_\_ Parcel \_\_\_\_\_

Subdivision \_\_\_\_\_

**Applicant Information:**

Name \_\_\_\_\_  
Print Name of Firm and Contact Person e-mail address

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Engineer Information:**

Name \_\_\_\_\_  
Print Name of Firm and Contact Person e-mail address

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Attorney Information:**

Name \_\_\_\_\_  
Print Name of Firm and Contact Person e-mail address

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

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**Type of Application:**

☐ New plan submission ☐ Revised plan submission

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**New Plan Fee Calculations:**

**Base Application** (indicate applicability)

- ☐ standard residential and/or commercial project = \$1,000.00 or
- ☐ institutional or religious facility = \$1,000.00 or
- ☐ storm drain studies for projects within a Special Taxing District which pays a Storm Drain Tax to Montgomery County (for maintenance of their storm drain systems) = \$ 500.00
- \_\_\_\_\_
- SUBTOTAL = \$ \_\_\_\_\_

**Residential Component** (DUs = Dwelling Units)

- (a) 1 to 100 DUs = \$50/DU = \$ \_\_\_\_\_
- (b) 101 to 750 DUs = (a) + [\$25/DU for units 101-750] = \$ \_\_\_\_\_
- (c) more than 750 DUs = (a) + (b) + (\$5/DU for each DU beyond 750) = \$ \_\_\_\_\_
- \_\_\_\_\_
- SUBTOTAL = \$ \_\_\_\_\_

**Commercial Component** (SF = building gross floor area for all commercial uses)

- (a) 1 to 200,000 SF = \$0.10/SF = \$ \_\_\_\_\_
- (b) 200,001 to 500,000 SF = (a) + [\$0.05/SF for 200,001 to 500,000 SF] = \$ \_\_\_\_\_
- (c) more than 500,000 SF = (a) + (b) + [\$0.025/SF for each SF beyond 500,000 SF] = \$ \_\_\_\_\_
- \_\_\_\_\_
- SUBTOTAL = \$ \_\_\_\_\_

**Local Area Traffic Study** = \$2,000 per study = \$ \_\_\_\_\_

**TOTAL** = \$ \_\_\_\_\_

**Revised Plan Fee Calculations:**

**Base Application** (indicate applicability)

- ☐ standard residential and/or commercial project = \$350.00 or
- ☐ institutional or religious facility = \$350.00 or
- ☐ storm drain studies for projects within a Special Taxing District which pays a Storm Drain Tax to Montgomery County (for maintenance of their storm drain systems) = \$ 175.00
- \_\_\_\_\_
- SUBTOTAL = \$ \_\_\_\_\_

**Residential Component** (DUs = Dwelling Units)

- (a) 1 to 100 DUs = \$17.50/DU = \$ \_\_\_\_\_
- (b) 101 to 750 DUs = (a) + [\$8.75/DU for units 101-750] = \$ \_\_\_\_\_
- (c) more than 750 DUs = (a) + (b) + (\$1.75/DU for each DU beyond 750) = \$ \_\_\_\_\_
- \_\_\_\_\_
- SUBTOTAL = \$ \_\_\_\_\_

**Commercial Component** (SF = building gross floor area for all commercial uses)

- (a) 1 to 200,000 SF = \$0.035/SF = \$ \_\_\_\_\_
- (b) 200,001 to 500,000 SF = (a) + [\$0.00175/SF for 200,001 to 500,000 SF] = \$ \_\_\_\_\_
- (c) more than 500,000 SF = (a) + (b) + [\$0.0088/SF for each SF beyond 500,000 SF] = \$ \_\_\_\_\_
- \_\_\_\_\_
- SUBTOTAL = \$ \_\_\_\_\_

**Local Area Traffic Study** = \$700 per study = \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL** = \$ \_\_\_\_\_

**Signature of Applicant** (Owner, Owner's Representative, or Contract Purchaser)

I declare and affirm, under penalty of perjury, that to the best of my knowledge, information and belief all matters and facts in this application are correct. I declare that I am the owner of the property or duly authorized to make this application on behalf of the owner.

Signature: \_\_\_\_\_  
Signature of Applicant Printed Name Date

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**Acceptance of Fee Amount by DOT**

Approved fee = \$\_\_\_\_\_

Signature: \_\_\_\_\_  
Signature of DOT representative Printed Name Date

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**Payment Information**

(For use by Division of Treasury)

Payments are to be deposited in the following account:

Index Code: 506501002 (DOT Development Plan Review Fees)  
Account Code: 5065  
Sub-object Code: D186

Make check(s) payable to Montgomery County, Maryland

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If paying by check, cash, or credit card: deliver the payment and 3 copies of this page, approved and executed by DOT, to:

Montgomery County Department of Finance  
Division of Treasury  
255 Rockville Pike (Monroe Street entrance)  
Suite L-15  
Rockville, Maryland 20850

Return this form, along with proof of payment, to the DOT Development Review Team, for further processing.

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As an alternative, if paying (only) by check: applicants may send their check and executed form to the DOT Development Review Team who will then arrange for deposit with the Division of Finance. Upon receipt of the check and the satisfactorily executed form, the DOT Development Review Team will issue a Verification of Payment notice to the appropriate M-NCPPC office(s). The check will need to clear before the Planning Board hearing is conducted.

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